

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Performance Appraisal Attitudes Survey

25X1

FRC OPPPM/PMES 1006 Ames	EXTENSION	NO. PERS 80-5084 DATE 9 June 1980
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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

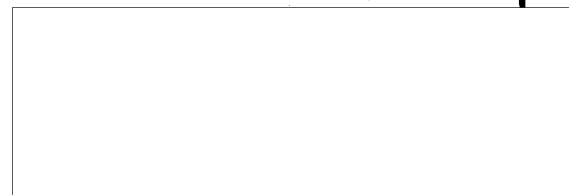
1. C/PMES/OPPPM 1006 Ames		6/10	W
2.			
3. DD/PPPM/P&E 1006 Ames	6/10	6/10	EF
4.			
5. EA/PPPM 5E58 Hqs			PR
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7. DD/PPPM 5E58 Hqs.			
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9. D/PPPM 5E58 Hqs.			
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11.			
12. C/PMES/OPPPM 1006 Ames			
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15.			

Attached for your signature are Headquarters and Field versions of a covering memo for our Performance Appraisal Attitudes Survey. Attached also is the final version of the survey questionnaire itself. It has been coordinated with Jim specifically on the question of sending the package overseas.

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After you have signed these memos, we are ready to go to the printers, and will begin sampling immediately thereafter.

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MEMORANDUM FOR: Survey Participants

FROM : 25X1
Director of Personnel Policy, Planning, and Management

SUBJECT : Performance Appraisal Attitudes Survey

This Office's Personnel Management Evaluation Staff has the responsibility for evaluating the effectiveness of our new Performance Appraisal (PA) system, which was officially introduced on 1 October 1979. An important part of our evaluation effort includes the use of the attached survey. An appropriate sampling of employees at each grade level is being asked to give their opinions on various facets of the performance appraisal process. Our evaluation plan is a lengthy one since we wish to study the entire year's cycle of Performance Appraisal Reports before submitting our final report in the summer of 1981.

Your name was chosen at random. That is to say you were selected by chance so we could be sure that the employees surveyed are representative. Although the questionnaire was mailed directly to you, there is no way to identify who fills it out. In fact, in order to maintain complete anonymity, we are asking that you not sign the completed questionnaire. Your responses are of great interest to us and will play an important part in the final report we submit to top management. These same responses will then, in turn, have a significant bearing on future efforts at improving our PA system, as well as our personnel management program.

I would like to express my appreciation in advance for your participation in this important effort.

Att: as stated

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